NROWS GUIDANCE

1. Section 1, Type of Duty
   - Select as appropriate (i.e., AT, ADT, IDTT, etc.)
   - Select the "**Report by Letter Only**" since you will be reporting to the Hotel for a conference.

2. Section 2, Mailing Information
   - Fill out / edit as appropriate

3. Section 3, Duty Locations
   - For UIC use **57025**.
   - Select "Get Address for UIC" button bar
   - Address should return as:
     COMNAVAIRPAC
     P.O. BOX 357051
     SAN DIEGO, CA 92135-7051
   - Enter "FORAS STEW Conference" in the "For Duty With" window
   - Enter appropriate travel information
   - Special Travel Instructions: Enter the following:
   "Government Quarters/Messing not required as it would adversely affect performance of assigned duties. Conference Hotel - Marriott San Diego, 333 West Harbor Drive, San Diego, CA, 92101 (619) 234-1500 Conference POC - LCDR Greg Sipple 281-419-8888"

4. Section 4, Supporting Information
   - POC: YNC Hector Guzman **NOTE:** Chief Guzman is listed as the POC for orders generation purposes only. Please do not call him for STEW attendance information such as orders processing, travel requests, BOQ non-availability, ADT requests, etc. Use your chain of command for these questions or a STEW committee member.
   - POC Phone Number: 619-545-4216
   - POC EMAIL Address: Hector.Guzman@navy.mil
   - Billet Control Number (BCN): Leave Blank
   - Justification for Orders: Enter the following:
   "Mobilization enhancing professional training in current and emerging technologies related to Network Centric Warfare and Force Net infrastructure. Conference Fee is $50.00. Request that government berthing be "Not Directed". Conference Hotel - Marriott San Diego, 333 West Harbor Drive, San Diego, CA, 92101 (619) 234-1500 Conference POC - LCDR Greg Sipple 281-419-8888"

5. Section 5, Funding Information
   - Check boxes as appropriate